

MECKLENBURG COUNTY

CTAC ELECTRONIC SHOP DRAWINGS

COUNTY FIRE SHOP DRAWINGS

4/1/2014

THIS DOCUMENT IS A GUIDE THAT INCLUDES DETAILED INSTRUCTIONS FOR SUBMITTING
COUNTY FIRE SHOP DRAWINGS VIA THE CTAC ELECTRONIC PLAN SUBMITTAL PROCESS.

CTAC Electronic Shop Drawing Submittal Process

LOGIN FROM CONTRACTORS ACCOUNT



Internet Permitting and Inspection System Charlotte and Mecklenburg County

GUESTS	CONTRACTORS	NEWS TO KNOW
<p>> Select an option from the View Permits menu to:</p> <ul style="list-style-type: none">• View permits and inspections by address or permit number. <p>Select an option from the Links menu to:</p> <ul style="list-style-type: none">• Check status of a plan review• See who your inspector is. <p>AUTOMATED INSPECTION REQUESTS: 704-336-8000</p>	<p>> Click Sign In to submit permits, schedule inspections, view your permits, inspections, and account.</p> <p>> Note: If you are new to the system, create a new Login.</p> <p>> View your Defect Rate Charges by entering your Permit Number and clicking on the Certificate of Occupancy link. The Defect Rate Report is page 2 of the CO.</p>	<p>EPM Sign in to Electronic Plan Management</p>
<p>QUICK FIND Code Enforcement Phone Numbers Print a Certificate of Occupancy</p>		

CLICK SIGN IN

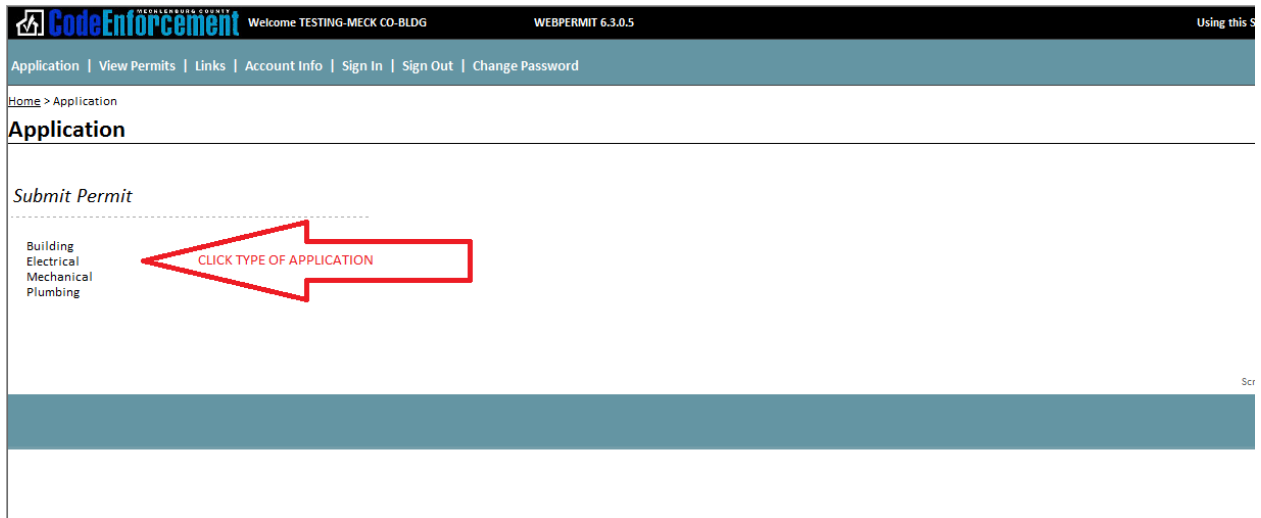
From the Contractors account, click on the Application Tab



Welcome, TESTING-MECK CO-BLDG

CONTRACTOR INFORMATION	NEWS TO KNOW
<p>Follow these easy steps:</p> <p>> To SUBMIT a PERMIT: Select permit type from left menu, lookup an address, complete the application and submit.</p> <p>> To SCHEDULE an INSPECTION: Click Schedule Inspection, enter the appropriate permit, and complete.</p> <p>> My Permits: A listing of your active permits.</p> <p>> My Inspections: A listing of your inspections and results.</p> <p>> View any Permit: Either by Address or By Permit#. Click links on left. Inspection information included.</p> <p>Search an address and see who the assigned inspectors are for your job.</p> <p>QUICK FIND Code Enforcement Forms Inspector Phone Numbers Print a Certificate of Occupancy</p>	<p>BUILDING CONTRACTORS ONLY Effective April 1, additional information will be required for projects \$30,000 or more. Click here for more information.</p> <p>Electronic Plan Submittal now available. See the video.</p>

CHOOSE PERMIT APPLICATION TYPE (ELECTRICAL PERMIT)



The screenshot shows the 'Code Enforcement' web application interface. The header includes the logo, 'Welcome TESTING-MECK CO-BLDG', 'WEBPERMIT 6.3.0.5', and a 'Using this S' link. A navigation bar contains links: 'Application', 'View Permits', 'Links', 'Account Info', 'Sign In', 'Sign Out', and 'Change Password'. Below the navigation bar is a breadcrumb trail 'Home > Application' and a section header 'Application'. The main content area is titled 'Submit Permit' and contains a list of application types: 'Building', 'Electrical', 'Mechanical', and 'Plumbing'. A large yellow arrow points to the left side of the page, and a red arrow points to the 'Electrical' option with the text 'CLICK TYPE OF APPLICATION'.

Code Enforcement

Welcome TESTING-MECK CO-BLDG

WEBPERMIT 6.3.0.5

Using this S

Application | View Permits | Links | Account Info | Sign In | Sign Out | Change Password

Home > Application

Application

Submit Permit


Building
Electrical
Mechanical
Plumbing

CLICK TYPE OF APPLICATION

Scr

SCREEN WILL THEN PROMPT YOU TO THE ADDRESS SCREEN. YOU WILL NEED TO ENTER THE SITE ADDRESS FOR YOUR PROJECT.

NOTE: (If you project address is not listed in our system, you will need to contact the GIS/address Department @ 704-336-6357)



WebPermit 6.3.0.5 - Electrical Permit Application Address Lookup - Windows Internet Explorer

http://webpermit.mecklenburgcountync.gov/Default.aspx?PossePresentation=ElectricalPermitApplicationAdd

File Edit View Favorites Tools Help

Google Search Share

WebPermit 6.3.0.5 - Electrical Permit Application ...

CodeEnforcement Welcome TESTING-MECK CO-ELEC WEBPERMIT 6.3.0.5 Using this Site | Contact Us

Application | View Permits | Links | Account Info | Sign In | Sign Out | Change Password

Electrical Permit Application Address Lookup

Save as Excel Search Cancel

Street Number

Street Name

City

OR

Search by Parcel Number

Please note that all mandatory fields appear in red.

Search hints:


1. Enter only the first number or two of the Street Number.
2. Enter only the first few letters of the Street Name. **Do not include Rd., St., Drive, Lane, etc.**
3. Leave the City blank, or try a different City if no results are found for the selected City.

Save as Excel Search Cancel

Screen ID: 46

Internet | Protected Mode: Off

Select your site address and then click the GO button

 **Code Enforcement**

WELLSBOROUGH COUNTY

Welcome TESTING-MECK CO-BLDG

WEBPERMIT 6.3.0.5

Application | View Permits | Links | Account Info | Sign In | Sign Out | Change Password

Electrical Permit Application Address Lookup

Go

Go

Go

Go

Street Number	Pre-Dir	Street Name	Unit/Suite Number	Rdwy Type	Post-Dir	City	Status	Parcel Number	All_Projects
700	N	TRYON		ST		CHARLOTTE	Active	08003101	
7000	N	TRYON		ST		CHARLOTTE	Active	04911322	
7000	S	TRYON		ST		CHARLOTTE	Demolition	20101299	
7001	S	TRYON		ST		CHARLOTTE	Active	16724102	

Submit

Save as Excel

Search Again

Cancel

ANSWER QUESTION ON APPLCIATION BELOW

Application for Electrical Permit

NOTE: Click Submit ONLY ONCE

Please note that all mandatory fields appear in red.

Property Use

Please choose the category that fits the type of work you will perform.

- | | |
|---|---|
| <input type="radio"/> Residential - One/Two Family | <input type="radio"/> Residential - Townhouse |
| <input type="radio"/> Residential - Condominiums | <input type="radio"/> Residential - Apartments |
| <input type="radio"/> Residential - Assisted Living | <input type="radio"/> Residential - Hotel/Motel |
| <input checked="" type="radio"/> Business | <input type="radio"/> Mercantile/Retail |
| <input type="radio"/> Assembly | <input type="radio"/> Factory/Industrial |
| <input type="radio"/> High Hazard | <input type="radio"/> Hospital/Institutional |
| <input type="radio"/> School/Educational | <input type="radio"/> Storage |
| <input type="radio"/> Utility/Miscellaneous | <input type="radio"/> (None) |

Plan Review

CTAC In-Scope Review does not require plan submittal. Any project attributes checked below must go through plan review. False information provided may result in your project being canceled. Please select all that apply, or select "None of the Above"

- ☐ CTAC In-Scope Review Permit Submittal
☒ CTAC Permit & Plan Submittal

IMPORTANT

Project Attributes

- | | |
|---|---|
| <input type="checkbox"/> Asbestos Removal | <input type="checkbox"/> Lodging |
| <input type="checkbox"/> DayCare | <input type="checkbox"/> Pool |
| <input type="checkbox"/> DOI - DHSR | <input type="checkbox"/> Septic Or Well |

CONTINUE TO ANSWER QUESTION ON APPLCIATION BELOW

Project Attributes

☐ Asbestos Removal ☐ Lodging
☐ DayCare ☐ Pool
☐ DOI - DHSR ☐ Septic Or Well
☐ Food ☐ 250 + Parking Spaces

☒ None of the Above

Address Information

Address 700 N TRYON ST
City CHARLOTTE
Zip Code 28202

Owner Information

Owner/Tenant TEST
Address TEST
City TEST
State NC
Zip Code 28202 -
Phone # () -

Job Description

Project Name (Description of Work)

Type of Building
☐ New Bldg
☒ Existing Bldg
☐ Addition to existing Bldg
☐ Structure other than Bldg
☐ Not Structure or Bldg
☐ (None)

Equipment Type
☐ New ☐ Equipment Changeout
☒ Repair/Replace
☐ (None)
...If 'Other'

Services

Electrical Utility Company (None)
Saw Service Only: ☐

ENTER SCOPE OF WORK

Scope of work MUST state this is a shop drawing review.

WebPermit 6.3.0.5 - Application for Electrical Permit - Windows Internet Explorer

http://webpermit.mecklenburgcountync.gov/Default.aspx?PossePresentation=ApplicationForElectricalPermit&PosseObjectDef=j_electricalpermit

File Edit View Favorites Tools Help

Google Search Share More >>

Adreanna Johnson

WebPermit 6.3.0.5 - Application for Electrical Per...

Expanded Scope of Work

Provide enough detail for CTAC Plan Reviewers to understand your project without having to submit plans. If Plan Review cannot determine exactly what the scope of work entails, then the Scope Review will be disapproved, and plans will then be required to be submitted for review.

PLEASE COMPLETE

Remarks

Please select "Add" to upload any Permit supplemental documentation. Do NOT upload Plan Documents required for CTAC Plan Review. A link will be provided for CTAC Plan Submittal at the successful completion of the permit application.

Append

DocumentType	Plan Review Type	DateCreated	Comments	View	FileName
Get File	Alarm Certification	mmm dd, yyy			341469_81926994_1.pdf Delete

Installed

Installed items must be indicated or this permit will not be processed.

APPLIANCES		HEATING / AC	
	Qty		Qty
Clothes Dryer	1	Air Filter	
Cook Top		Baseboard Heater	
Deep Fat Fryer		Boiler - Elec, Gas, Oil	
Dishwasher		Central AC	
Disposal		Duct Heater	
Cell		Electric Baseboard Heater	

Done

Internet | Protected Mode: Off


100%

CONTINUE TO COMPLETE APPLICATION

Installed			
Installed items must be indicated or this permit will not be processed.			
			IMPORTANT INFO!!!
APPLIANCES		HEATING / AC	
	Qty		Qty
Clothes Dryer	<input type="text"/>	Air Filter	<input type="text"/>
Cook Top	<input type="text"/>	Baseboard Heater	<input type="text"/>
Deep Fat Fryer	<input type="text"/>	Boiler - Elec, Gas, Oil	<input type="text"/>
Dishwasher	<input type="text"/>	Central AC	<input type="text"/>
Disposal	<input type="text"/>	Duct Heater	<input type="text"/>
Grill	<input type="text"/>	Furnace - Elec, Gas, Oil	<input type="text"/>
Oven	<input type="text"/>	Heat Cable	<input type="text"/>
Range	<input type="text"/>	Heat Pump Unit	<input type="text"/>
Tankless Water Heater:	<input type="text"/>	Humidifier	<input type="text"/>
Water Heater - Traditional	<input type="text"/>	Room AC Unit	<input type="text"/>
W H Booster	<input type="text"/>	Unit Heater - Elec, Gas, Oil	<input type="text"/>
		Wall Heater	<input type="text"/>
		Air Handler:	<input type="text"/>
		Dual Fuel Heating Air Unit:	<input type="text"/>
		Chiller:	<input type="text"/>
		Cooling Tower:	<input type="text"/>
MOTORS AND CONTROLS		SERVICES AND FEEDERS	
	Qty		Qty
Attic Fan	<input type="text"/>	CATV Service	<input type="text"/>
Control Wiring	<input type="text"/>	Feeder, Conn.	<input type="text"/>
Garage Door Opener	<input type="text"/>	LCD	<input type="text"/>
			Total Amps

CONTINUE TO COMPLETE APPLICATION

<input type="checkbox"/> Electrical Service Upgrade	
SPECIAL EQUIPMENT	GENERAL USE
Qty	Qty
Billboard Sign	Fixtures
Electric Sign	Floor Duct
Gasoline Dispenser	Lighting Standard
Generator	Multi-Outlet Assn.
Oil Separator:	Outlets
Tiremold	Power Pole (Outlet)
Transformer	<input type="checkbox"/> Electric Vehicle 120 Volt Circuit
Vacuum Unit	<input type="checkbox"/> Electric Vehicle 240 Volt Circuit
Walk-in-Box	
Welder	
X-Ray Machine	
MISCELLANEOUS	USE BLANK SPACES FOR OTHER ITEMS
Qty	Qty
Const/Trailer - Inside	
Hot Tub, Spa	
Modular Unit - Inside	
Phone Booth	
Swim/Pool Bndg Grdg	
Fire Alarm / Low Voltage:	
<input type="checkbox"/> LV Locking of Egress Doors	
LowVoltage-Not Fire Alarm:	



LOW VOLTAGE BOX TO THE LEFT

Applicant	
The applicant below certifies that he/she is either the owner or the authorized agent of the owner and hereby makes application for permit and inspection of work described and agrees to comply with all applicable laws regulating the work.	
Name	
Phone #	() -
Fax #	() -

SYSTEM WILL GENERATE YOUR SUBMITTAL NUMBER BELOW.

YOU WILL ALSO RECEIVE THE SUBMITTAL NUMBER VIA EMAIL
IMMEDIATELY AFTER CLICKING THE SUBMITTAL BUTTON.

[Application](#) | [View Permits](#) | [Links](#) | [Account Info](#) | [Sign In](#) | [Sign Out](#) | [Change Password](#)

Electrical Permit Application Confirmation

Electrical Permit Application SUBMITTED

Your application for 700 N TRYON ST CHARLOTTE has been successfully received.

Thank you!

Your SUBMITTAL number is...

83053770

Use the following link to upload ePlan Documents. This link gives the authentication required for the submittal without requiring login credentials.

<http://webpermit.mecklenburgcountync.gov/default.aspx?PossePresentation=EPlanSubmittal&ePlanId=NGECGYU85&PosseObjectId=83053770>

[Submit](#)

[Cancel](#)



PROCESS FLOW CHART

